

VRIS UPDATE

Expense Reimbursement
Effective 5/27/09
Number 221

SUMMARY OF UPDATES

NDE outlined changes to the expense reimbursement process. The changes are effective May 27, 2009 per state statute with no exceptions.

1. Receipts are required for ALL meal expenses of \$5.00 or more. \$4.99 is now the most you can claim per meal without a receipt.

This applies to ALL meals for travel occurring 5/27 and after. Travel occurring prior to May 27 will follow NDE's old receipt requirements.

2. Expenses must be submitted within 60 days from the date the expense was incurred.

The expense document has to be received in Accounting within 60 days. Your expense document will need to be completed in QUEST in plenty of time for approvals to take place and it to be mailed here within the 60 day time frame.

VRIS POSTING

The [Quick Reference](#) posted at Program Manual: Operations: Quest Financial: Quick Reference for Travel Allowance (2009) has been updated to reflect these changes.

QUEST UPDATE

QUEST has been updated to reflect the expense reimbursement changes

TEAM COMMUNICATION

Office Directors should review these changes at a team meeting to be sure everyone is aware of the requirements.

LEADERSHIP CONTACT

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